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USIB-D-39.7/6  
6 May 1964

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Stage I Report of the Staff for the Community  
Information Processing Study (SCIPS),  
USIB-D-39.7/5, 16 March 1964

REFERENCES : a. USIB-M-322, 29 April 1964, Item 5  
b. USIB-M-321, 22 April 1964, Item 6

1. At its meeting on 6 May the United States Intelligence Board (USIB) approved the draft minutes (reference a.) of its 29 April meeting which included the following action on the subject report by the Committee on Documentation (CODIB):

"a. Noted the Stage I SCIPS Report (USIB-D-39.7/5) and the Consultant Panel Evaluation therein.

"b. Approved the recommendations on pages 20, 21, and 22 of USIB-D-39.7/5 subject to the following changes:

(1) The first sentence of Recommendation 4 is to read:  
'4. Direct CODIB to establish ad hoc groups to do such tasks as:'

(2) Amended Recommendation 5 and directed that it be incorporated in Recommendation 4 as item j. to read as follows: 'j. Develop a plan for a data files and systems library and the exchange of files for all types of intelligence data, taking into consideration action previously approved under USIB-S-13.4/4.'

"c. Directed that CODIB submit to the Board a quarterly report on progress being made on the USIB-approved recommendations in USIB-D-39.7/5."

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2. A copy of the USIB-approved recommendations is attached for the information and guidance of all concerned.

3. The USIB directive in subparagraph 1.c. above is referred herewith to the CODIB for preparation of the first of its quarterly reports by 1 August 1964.

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Executive Secretary

Attachment

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UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Stage I Report of the Staff for the Community  
Information Processing Study (SCIPS)

USIB-Approved Recommendations

1. Note the general findings and conclusions of the SCIPS Stage I Study;
2. Request the several member agencies to study the detailed findings as set forth in the six volumes of the report, plus the SCIPS data base, with a view to relating these findings to their own processing problems;
3. Direct CODIB to establish a permanent Executive Secretariat of five persons;
4. Direct CODIB to establish ad hoc groups to do such tasks as:
  - a. Develop the Community coordinated content control code.
  - b. Develop and publish a standard item list.
  - c. Develop and implement standardized item description lists.
  - d. Develop a standard installation description format.
  - e. Develop a Community coordinated R&D program in the areas of non-numerical data processing, associative memories, and machine translation.
  - f. Develop a biographic intelligence processing plan.
  - g. Develop a coordinated plan for processing bibliographic data on foreign publications.

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- h. Develop proposals for improved analyst-to-analyst communication, including the feasibility of a centralized Intelligence Community directory service.
  - i. Develop a standard photographic chip, exploring the feasibility of adopting the recently developed DoD standard.
  - j. Develop a plan for a data files and systems library and the exchange of files for all types of intelligence data, taking into consideration action previously approved under USIB-S-13.4/4. ✓
5. Pending establishment of the Executive Secretariat, direct CODIB to continue the Director, SCIPS, and a small staff (CIA-2; DIA-2) on duty to:
- a. Provide referral service from the SCIPS Data Base.
  - b. Prepare for CODIB consideration additional guidelines for the further development and implementation of procedures for improving information processing in the Intelligence Community.
  - c. Review the SCIPS data on hand to evaluate the success of present storage and retrieval systems by types of system and agency.
  - d. Develop for CODIB consideration a workable policy on responsibility of agency reference facilities as Community resources.
6. Authorize the release of this CODIB Report to Mr. Bundy for information and as indication of actions taken to date relevant to Intelligence Objective No. 3 of his letter of 17 June 1963.
7. Authorize the release of this CODIB Report and the SCIPS Report to the President's Foreign Intelligence Advisory Board, pursuant to Mr. Coyne's request therefor of 30 September 1963.

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CSS/MM-18  
7 December 1964

MEMORANDUM FOR: CODIB Support Staff

SUBJECT: Standardized Headings for Task Team Items

1. It is desired that all minutes of meetings, terms of reference, working papers, etc., produced by the Task Teams have uniform headings on the first page